

Wilton Sewer Commission Meeting, Thursday, August 8, 2013 DRAFT MINUTES

APPROVED 9/12/13

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The Wilton Sewer Commission held its regular monthly meeting on Thursday, August 8, at 6:30 PM in the Building Inspector's Office. Present were Commissioners Tom Herlihy (Chair), Tom Schultz, Chris Carter; Clerk Joanna K. Eckstrom; and Milford Cabinet Reporter Jessie Salisbury.

The following agenda was observed with some minor order changes:

*** Call to Order, public input and/or comment**

*** Minutes – review and approve – July 11th**

*** Accounts Receivable**

*** Accounts Payable**

*** Update Pump Station Labor and Safety**

*** Maple Street Project** – Contract and other related items.

*** Follow-up – Mission Communications. Island Street Bridge, ‘muffin’ grinder**

*** Update, if any, of Milford-Wilton Inter-municipal Wastewater Agreement**

*** Energy proposal (Mr Schultz) follow up results**

*** Other business**

*** Call to Order, public input and/or comment** Mr. Herlihy called the meeting to order at 6:30. No public input or comment was offered.

*** Accounts Receivable** – Tax Collector Jane Farrell presented a request for abatement of first quarter 2013 sewer charge for Donna Crane. Request was granted as Ms. Crane did not get certificate of occupancy for her residence (rebuilt after a fire) until April 2013. She'll be responsible only for the \$24 fee.

Regarding Sacred Heart Rectory, Commissioners agreed to leave as is - \$55 per quarter.

Jane apprised Commission that combined Sewer and Water bills had been mailed; she asked to be reimbursed for postage.

*** Minutes – review and approve minutes** – On a motion by Mr. Schultz, seconded by Mr. Carter, the July 11th minutes were unanimously approved as written.

On a motion by Mr. Schultz, seconded by Mr. Carter, the minutes of the August 6 Special Meeting were unanimously approved as written.

There were no YTD Income or Expense reports however, Mr. Herlihy asked that tonight's minutes reflect his confirmation that the Maple Street Sewer Project Bond is for \$220,000. Mr.

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Carter said that he and Chad Branon (Fieldstone Engineering) will work closely with Pam Atwood in the Selectmen's Office to ensure that transfers and payments due from bond money are processed in timely manner. Mr. Carter is also keeping on top of the New England Pipe Company's in-kind work and will invite the company's representative to a future Sewer Commission meeting.

* **Update Pump Station Labor and Safety** Mr. Carter said that all the department's padlocks are all on the same key; door locks are still individually keyed. Pump Station locks can be opened in an emergency without a key via punching in the 'combination'. Essential and emergency personnel have the combination.

Mr. Herlihy said that Training (via LGC) will be set up for Town Employees who do work for the Sewer Department in September-October. He will coordinate with Steve Elliott as to when the sessions will be held.

Hepatitis immunizations for highway department employees who work for the sewer department is being set up at Monadnock Hospital. Mr. Herlihy will have more details on this next month or via e-mail.

As far as safety and security is concerned, Mr. Herlihy wants fencing added or replaced as needed at sewer department facilities.

* **Maple Street Project** – Because it was not included in the Maple Street project bid package, Mr. Schultz moved, Mr. Carter seconded to have the sewer department pay the \$500 per month fee for job site storage (at former Draper garage.) Unanimously approved. Mr. Carter will get billing info from new owners.

Bid overview – Bids were opened during a special session on Tuesday August 6th. Although most commissioners thought that the lowest bidder should be discounted / disqualified because of what is perceived as an incomplete response, Chad Branon felt that contractor shouldn't be penalized for not detailing (in writing) the exact process of how he'd do the job. Two contractors were asked for more information and only Mathewson, the lowest bidder replied. There is such a significant difference between low and high bidder (\$90K), it may be worthwhile to allow the lowest bidder to support his bid. Mr. Carter wanted a bit more time to read the bid package and responses to better understand why only one vendor (the highest bid) specifically wrote about by-pass pumping. Everyone wanted to move forward on the project but were reluctant to table a decision until a special meeting or the next regular meeting, both of which

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would require posting new meeting notices. Ms. Salisbury and Ms. Eckstrom suggested that the discussion / this agenda item could be continued (and not require a new notice) and so on a motion by Mr. Schultz, seconded by Mr. Carter, the commissioners voted unanimously in favor to continue this agenda item to Friday August 9 at 2:00 PM at which time representatives from Mathewson Co. could make a presentation and answer questions about their services for the commissioners and Mr. Branon. Mr. Schultz noted that he won't be present however, he can listen to the discussion and cast his vote by phone if needed.

*** Follow-up – Mission Communications. Island Street Bridge, ‘muffin’ grinder**

Mr. Carter noted that AD Instruments is the best resource to learn about Mission Communications. He will contact A&D to make a presentation to commission in November.

Mr. Carter has also been in touch with Rural Water and Sewer. They will be invited to make a presentation about their services, potential grant opportunities and recommendations for a ‘muffin’ grinder. The tentative date for the presentation is Friday, Sept. 20, from 1-3PM.

The Island Street Bridge project is scheduled to begin in 2014. The commission is waiting to hear from Holden Engineering / Jack Zimba about Zimba's cost to install the new hangers.

*** Milford-Wilton Inter-municipal Wastewater Agreement** Bob Drescher and Silas Little, attorneys for Milford and Wilton are still working this out. Mr. Herlihy will contact Dave Boucher (Milford's superintendent) to see if there's anything new.

*** Other business**

Jessie Salisbury asked for clarification of why the tree on Maple Street in front of Michaud's Funeral Home was cut down. There is a lot of sentimental attachment to the tree. Although the property owner recognized this, he asked to have the tree removed because of danger of falling limbs (in snow storms) and damage to his sidewalk and driveway. Additionally, the new sewer line will come within 30" of the tree base thus threatening its roots and survival.

Energy Proposal – Mr. Schultz said that PSNH lowered its rates and competing companies raised their rates so it's no longer very attractive to switch suppliers.

Mr. Carter will inform Alyssum Proctor, Proctor Road, that it is possible to connect her house to the Wilton Sewer system. Connection fee is \$900.

Dennis Viens' refund has been processed. (He was able to install septic systems on his properties and no longer needed to connect to the sewer system.)

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93 Mr. Carter will confirm that there is a Work Order form for the highway department to use for
94 sewer department work.

95 Mr. Carter said that all manhole covers on Maple Street have been located and painted. The
96 State's paving over them was routine part of skim coat paving; if it was full job, State would
97 have notified department to raise the structures.

98 The next regular meeting will be held on Thursday, September 12.

99 There being no other business, a motion by Mr. Herlihy, seconded by Mr. Carter **to continue**
100 **the meeting until 2:00 PM on August 9th** was approved unanimously.

101

102 Respectfully submitted,

103

104 Joanna K. Eckstrom, Clerk